

County of San Diego
Revised: June 28, 2000
Reviewed: Spring 2003

AIRPORT SERVICE WORKER I
AIRPORT SERVICE WORKER II
AIRPORT SERVICE WORKER SUPERVISOR

Class No. 007000
Class No. 007001
Class No. 007005

DEFINITION:

To perform a wide variety of maintenance, repair, and technical work on airport facilities, grounds and equipment; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

The Airport Service Worker class series is a general operations and maintenance series allocated only to the Department of Public Works - Airports. These classes perform a wide variety of semi-skilled and technical work in all areas of airport operations, maintenance and repair. Airport Service Workers differ from other county maintenance classes by the fact that work is at an airport.

Airport Service Worker I:

This is the entry-level class. Under close supervision, incumbents learn to perform semi-skilled and technical airport work. Airport Service Worker I's are expected to work with increasing independence, and to obtain sufficient knowledge and skill after approximately one year to be able to work independently on most tasks, and assist others with complex operations and maintenance work.

Airport Service Worker II:

This is the journey level class in the series. Under general supervision, incumbents perform the full range of day-to-day operation and maintenance work at an airport facility. Incumbents may act as lead workers and provide technical guidance and training to subordinate class members.

Airport Service Worker III:

This is the first-line supervisor class in the series. Under general direction, from the Airport Manager this class is responsible for supervising, scheduling and overseeing the maintenance, repair and technical work required to safely operate the airport.

EXAMPLES OF DUTIES:

Inspects airport operations areas, facilities, and equipment; performs necessary repairs to assure safe operating conditions and conformance with FAA, state and local regulations; performs preventive maintenance on airport structures, facilities, fixtures, security gates, fences, and equipment, i.e., electrical systems, plumbing, generators, compressors, and pumps; performs preventive maintenance and repair on airport vehicles; operates airport vehicles including tractor, roller, dump truck, sweeper, crack sealer and paint striper; maintains airport runways and taxiways, i.e., striping, draining, landscaping, weed abatement and lighting; assures maintenance of airport runways and taxiways, including lighting and FAA requirements; and may supervise work crews provided by Sheriff and Probation Department.

Airport Service Worker II:

All of the duties listed above and: provides technical guidance and training to Airport Service Worker I's in all aspects of airport maintenance and repair; makes decisions as to priorities in making repairs; may assist in carrying out specialized repairs and projects; and may supervise in the absence of the supervisor.

Airport Service Worker Supervisor:

All of the duties listed above and: supervises and prepares work schedules for Airport Service Workers I and II; supervises daily inspections of the airfield facilities to identify maintenance requirements, safety items and to initiate corrective actions as required; identifies, schedules and supervises specialized and preventive maintenance of runways, taxiways, airport lighting, runway and taxiway markings, drains, roads and grounds on county operated airports; coordinates construction and repair projects to minimize interference with airport operations; maintains close relationship with FAA Air Traffic Control Manager and staff, cooperating in all phases of air traffic both at the airport and in the vicinity of the airport; enforces county and FAA rules and regulations affecting airports; supervises operation of transient aircraft ramp; collects tie down fees in compliance with the Schedule of Rates and Charges established by the Board of Supervisors; analyzes emergency situations as they develop to determine appropriate courses of action; renders assistance as required to protect lives and property; accomplishes field checks and communication checks for missing aircraft; maintains emergency generating and support equipment; and performs related work as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Airport Service Worker I
II = Airport Service Worker II
SUPV = Airport Service Worker Supervisor

Knowledge of:

I II SUPV

G	T	T	Principles, practices, and techniques used in the maintenance and repair of airport runways, pavement, lighting systems, roads, grounds, and other facilities and equipment.
G	T	T	Use and maintenance of power and hand tools, and light motorized equipment.
G	G	G	A variety of crafts and trades (e.g. carpentry, plumbing, masonry, painting, mechanical and electrical).
G	T	T	Safety principles and practices employed in the operation of an airport facility.
G	G	T	The operation of security gates.
--	T	T	Aircraft ground operations and safety rules, regulations, and publications pertinent to airport operation and maintenance.
--	G	G	Radio and ground communication systems.
--	G	G	Air traffic control procedures.
--	G	G	Supervisory principles and practices including progressive discipline.
--	G	G	Training procedures.

Skills and Abilities to:

The following apply to all classes:

- Perform maintenance and repair work for airport structures, facilities, fixtures, equipment and grounds.
- Comprehend and follow written instructions.

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- Work from drawings, sketches, plans, blueprints and technical manuals.
- Communicate effectively in English both orally and in writing.
- Establish and maintain cooperative working relations with those contacted during the course of work.
- Maintain work records and logs.

Airport Service Worker II (in addition to the above):

- Identify potential problem areas related to the safe operation of the airport and recommend repair priorities.
- Provide technical training and guidance to other staff.
- Act in the absence of supervisor.

Airport Service Worker Supervisor (in addition to the above):

- Communicate effectively with subordinates, superiors and the general public.
- Identify potential problem areas related to the safe operation of the airport and take appropriate corrective actions.
- Analyze and deal with emergency situations calmly and effectively.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which demonstrates possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Airport Service Worker I:

One (1) year of experience in general construction work or structural/facilities repair and maintenance work. Experience connected to operation or maintenance of airport facilities is desirable, but not required.

Airport Service Worker II:

One (1) year of experience as an Airport Service Worker I in the County of San Diego or in a comparable class with another public or private airport facility or military airbase. Experience must have included inspection and maintenance of runway and ramway lighting systems. Experience at a radio-controlled facility is desirable.

Airport Service Worker Supervisor:

Three years (3) of recent experience in the operation and maintenance of a General Aviation Airport. Such experience must include supervising and scheduling work of subordinate personnel and dealing with the general public.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class B driver's license is required throughout employment in this class. A valid California Class A with air brake endorsement must be acquired within six (6) months of appointment and must be maintained throughout employment in this class.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rules 4.2.5).